

**U.S. Department of the Interior – Acting Chief of Staff Todd Willens**

## **Meeting Proposal Information Form**

**\*Please complete this form and send to [Elinor\\_Werner@ios.doi.gov](mailto:Elinor_Werner@ios.doi.gov).**

**If you have any questions, please call Elinor at 202-208-6087 or 202-706-9242.**

**To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter, we request that you answer the following questions before we will agree to schedule a meeting. Therefore, please provide your request in writing and answer the following questions either on this sheet or a separate one. The request will be submitted to the Ethics Office for review and determination.**

**Describe the type of meeting you are proposing (information sharing; status update; decision making; problem solving; innovation; etc.) and specifics:**

**Describe the action(s) you are seeking by the Office of the Secretary:**

**Requested meeting date(s):**

**Contact information (Name, Email, Phone):**

**With which Bureau or Agency does your agenda most align? (Please list all, if more than one, and POCs.)**

**Please indicate whether the matter related to the request involves:**

- ☐ a) Specific parties, such as a particular litigation matter, a specific permit decision, or a contract;
- ☐ b) A discrete and identifiable class of persons, such as a regulation or legislation that applies to a specific industry; or
- ☐ c) A broad and diverse range of persons, such as a resource management plan or broad legislation?

**If you answered “a)” above:**

- **Please identify the specific parties if possible:**

**Please explain the time sensitivity of the request, if any, including what is driving the timing of the request, such as court-ordered or statutory deadline:**

**If the requested action involves the interpretation or application of a particular policy, regulation, or statute, please provide the underlying text along with any briefing material sufficiently in advance of any meeting so that it can be reviewed before the meeting.**

**Expected meeting participants (name, title, and organization):**

**If the Acting Chief of Staff is unable to meet, is a surrogate desired? If yes, who specifically?**

**Please attach a proposed agenda.**